Spotlight

MICHIGAN Department of **Education**

on Student Assessment and Accountability

February 9, 2017

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Key: 🖥 information Tech Coordinators also need to know

📌 Reminder (previously run article)

WIDA AMS Accounts

Accounts for the WIDA Assessment Management System (AMS) will be generated based on roles assigned in the MDE Secure Site. Educators coordinating and administering the WIDA ACCESS for ELLs 2.0 and WIDA Alternate ACCESS for ELLs assessments will need a WIDA AMS account in order to complete the following testing activities as appropriate:

- manage online testing sessions
- print test tickets
- order additional materials
- monitor completion of testing
- add/assign accommodations
- view score reports

For more information on setting up Secure Site accounts, please refer to the Assigning Roles in Secure Site for AMS and eDIRECT document found on the Secure Site Training web page (www. michigan.gov/securesitetraining) under the Security section. Please contact the call center (option 3), or call 1-877-560-8378, Option 3 or send an e-mail to baa@michigan.gov for Secure Site help.

WIDA Incident Reporting

If any testing irregularities occur before, during, or after testing, the Building or District WIDA Coordinator must report them to the Office of Standards & Assessment as soon as possible. A WIDA ACCESS for ELLs 2.0 and Alternate ACCESS for ELLs Incident Reporting (IR) Guide is now available on the WIDA web page (www.michigan.gov/wida). This guide identifies the incident categories and sub-categories that are used in the Secure Site

(Continued on next page)

▶ Sign up for Spotlight (www.michigan.gov/mde-spotlight) and/or access previous editions

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Incident Reporting tool and includes sample scenarios for each category or sub-category.

You will find detailed information on how to access and use the Secure Site Incident Reporting tool here (http://www.michigan.gov/documents/mde/Incident_Reporting_520328_7.pdf).

MDE's Early Literacy and Mathematics Benchmark Assessments-Online Only

MDE's Early Literacy and Mathematics Benchmark Assessments will be available this Spring 2017 for Kindergarten, grade 1, and grade 2, from April 10, 2017 through May 26, 2017. To prepare students for the Online Assessments, teachers should provide the opportunity for students to view the student tutorial and practice the Online Tools Training.

Online Resources

Student Tutorials

The Office of Standards and Assessment (OSA) has created Student Tutorials. These student-narrated videos introduce teachers and students to the online tests and tools contained in the Early Literacy and Mathematics Benchmark Assessments. The Student Tutorials are designed to be administered in a group setting, such as the classroom. The tutorials can be accessed on eDIRECT (https://mi.drcedirect.com/default.aspx), by selecting **All Applications → General Information → Test Tutorials**. Click on the icon under the Action column. This takes you to the tutorial page. The student tutorials can also be accessed in **INSIGHT**. Open INSIGHT and on the bottom of the page select the DRC INSIGHT Online Assessments Tutorials link.

An important component of the Student Tutorials is that they provide explicit training on the pause, exit, end test functionality of the online testing engine. In addition, the tutorials explain how to access and use specific tools.

OSA recommends that classroom teachers introduce online testing to their students by playing the Student Tutorial video in class to show students how the online testing system and tools work. Once the Student Tutorial video is shown and discussed in the classroom, teachers then schedule time to show the **Online Tools Training (OTTs)** to the entire class. After the students have seen the Tutorial and the OTTs led by the teacher, each student can be provided hands-on practice through the use of the online Sample Item Sets contained within the Online Tools Training (OTTs) described below.

Online Sample Item Sets and OTTs

Another important resource schools can access are Online Sample Item Sets for students in grades K–2. Sample Item Sets are a select group of test items in early literacy and mathematics that encompass various kinds of technology-enhanced items (drag and drop, hot spots, etc.). The sets provide students practice in solving grade-level and content-specific test items aligned to Michigan's content standards and provide practice navigating the online test delivery system.

Feedback collected from previous test administrations indicates that students and teachers who utilized the OTTs and Sample Item Sets felt more prepared for online testing. Students reported feeling confident about taking assessments online, and school administrators and teachers said they experienced fewer issues related to online testing than students and teachers who did not take advantage of this resource.

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The OSA has developed online resources for students taking state assessments at all grade levels. The resources support the idea that students can learn about online technology when teachers and other educators demonstrate the use of technology (student video tutorial, classroom viewing of the OTTs), followed up by interaction with students while they are practicing individually with technology (OTT). The OSA welcomes your feedback about the available resources.

🖥 iPad Issue Resolved

Last week's Spotlight reported a rare issue with incomplete downloading of WIDA test content on iPads. This was resolved before testing began. No action is needed. The initial download when INSIGHT starts will include the fix.

Save the Date! DRC District and Building Coordinator Training Webinars

District and Building Coordinator Training Webinars for the Spring 2017 M-STEP, MI-Access, Early Literacy and Mathematics Benchmarks, and the Michigan Science Standards Pilot online assessments are coming soon! District and Building Coordinators who attend will learn about:

- an overview of what is new in online testing for 2017

- helpful online testing tips

- where to find important resources

- Q&A

The dates and time for each presentation are listed below. Click on the link to register for each session.

February 28, 2017 from 10:00 AM – 11:00 AM – M-STEP Administration Training: Click to [Register](https://datarecognitioncorpaudio.webex.com)

March 1, 2017 from 10:00 AM – 11:00 AM – MI-Access Administration Training: Click to [Register](https://datarecognitioncorpaudio.webex.com)

March 2, 2017 from 10:00 AM –11:00 PM – Early Literacy and Mathematics Administration Training: Click to [Register](https://datarecognitioncorpaudio.webex.com)

March 3, 2017 from 10:00 AM – 11:00 AM – Michigan Science Standards Pilot Administration Training: Click to [Register](https://datarecognitioncorpaudio.webex.com)

If you are unable to attend any training, a recording of all of the Administration trainings will be posted to eDIRECT by the end of the day on March 3, 2017.

🧪 New Science Pilot for Spring 2017

The Michigan Science Pilot Assessment will be available for Spring 2017 testing for students in grades 5, 8, and 11. This assessment is based on Michigan's recently adopted K-12 Science Standards. The Michigan Department of Education (MDE) is seeking schools and districts to volunteer to participate in the Science Pilot Assessment. This assessment is only offered online, and there are no accommodations provided other than typical online tools (highlighter, magnifier, color chooser, etc.). The science pilot will be conducted during the M-STEP testing window, **April 10, 2017 – May 26, 2017**.

Each participating student will be administered one item cluster consisting of a scenario and 5-8 questions. These item clusters are designed to take students

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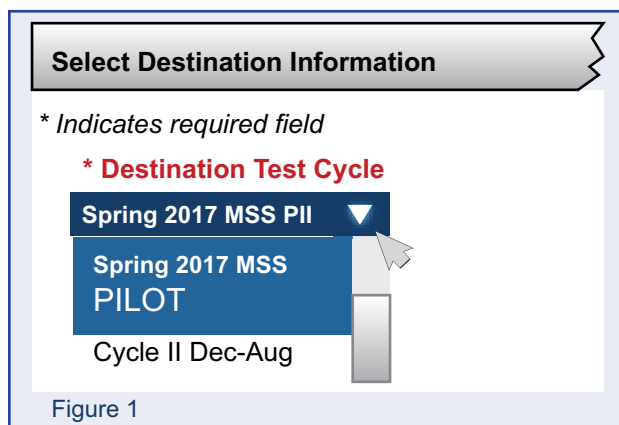
10-15 minutes to complete. There will also be a short survey for students at the end of the pilot assessment. Schools may decide whether an entire class will participate in the pilot, or a subset of the class.

Since this is a pilot assessment, no data will be returned to schools or districts. The data captured will help MDE create a valid operational test for the Michigan K-12 Science Standards in the future.

If your school or district is interested in participating in Michigan's Science Standards (MSS) Pilot this spring, just complete the following steps:

Pre-Identification

- Participating students in grades 5, 8, and 11 must be pre-identified on the Secure Site (www.michigan.gov/baa-secure) to the **Spring 2017 MSS Pilot**. The MDE will **not** pre-identify students for the Spring 2017 science pilot (see Figure 1).

Select Destination Information

Indicates required field

* Destination Test Cycle

Spring 2017 MSS PII ▼

Spring 2017 MSS PILOT

Cycle II Dec-Aug

Figure 1

- Pre-identification on the Secure Site is open until **May 26, 2017**.

- The initial data pull of pre-identified students to eDIRECT will be on **March 10, 2017** after **5:00 PM**.

- Schools will have access to the pre-identified students to establish test sessions in eDIRECT on **March 17, 2017**.

- After the initial load of students into eDIRECT, any new or additional students must still be pre-identified on the Secure Site. Students will be copied into eDIRECT twice a day through the end of testing.

- Students can be pre-identified on the Secure Site using any of the following methods:
  - Pre-ID File Upload
  - MSDS Copy
  - One Student at a Time

- Complete instructions for pre-identification of students for the Spring 2017 MSS Pilot can be found on the Secure Site Training web page (www.michigan.gov/securesitetraining) by clicking on "Pre-Identification of State Assessments" under the **Pre-Identification/ Student Search** section.

Test Session Creation

Pre-identified students will need to be put into online test sessions.

- Schools will **not** put students in test sessions on the Secure Site as done with other state assessments.

- Schools will need to place students into test sessions in eDIRECT starting on **March 17, 2017**, once the students have been transferred to eDIRECT. All students must be pre-identified in the Secure Site first in order to be transferred to eDIRECT and then placed into test sessions.

Students can be pre-identified for testing up through **May 26, 2017**.

If you do not have access to the Secure Site and need access, instructions can be found on the Secure Site Training web page (www.michigan.gov/securesitetraining) by clicking on **How do I get access to the Secure Site?**

Student Log-In

The pilot test will use the same INSIGHT software (and TSM back end) used by M-STEP and other statewide tests. If your computers are set up for M-STEP, they are already set up for the pilot test. Students will simply select the icon for pilot testing to log in.

Important Note

The Science Pilot Assessment is an optional assessment, and is **in addition** to the required M-STEP science assessment in grades 4, 7, and 11. The Pilot Assessment **does not replace** the M-STEP science assessment. Please make sure this information is communicated to all assessment staff in the pilot-participating school.

2017 Michigan School Testing Conference

The 2017 Michigan School Testing Conference (MSTC) will be held **February 14-16, 2017** at the Kensington Hotel in Ann Arbor, MI. The mission of MSTC is to provide educators with professional learning opportunities about assessment, as well as information on national, state, and local assessment programs and trends. It offers a program that is unique in its match to the needs of Michigan educators, and will feature examples of outstanding practices from the educators themselves, as well as state and nationally renowned experts in the field.

Conference workshops will be offered on **Tuesday**, **February 14, 2017** from **8:30 to 11:45 AM** and **1:00 to 4:15 PM**, with registration beginning at 7:30 AM. A light lunch will be offered for all conference workshop attendees.

The regular conference will begin on **Wednesday, February 15, 2017 at 9:00 AM** and will continue through **3:45 PM on Thursday, February 16, 2017**, with registration beginning at 8:00 AM both days. Keynote presenters include Margaret Heritage (WestEd), Venessa Keesler (MDE), and Brian Gong (Center for Assessment).

For conference program information and registration, go to the MSTC online registration site (https://miemonline.gomiem.org/miem/MSTC).

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SAT Corner
Information on SAT™, PSAT 8/9™, and PSAT10™ provided by the College Board

Questions about Spring PSAT 8/9, PSAT 10, or SAT?

Call the Michigan Educator Hotline at 866-870-3127 (select Option 1) or email michiganadministratorsupport@collegeboard.org.

Reminder

The deadline to pre-ID students in the Secure Site and to submit accommodation requests in SSD online is February 14, 2017.

Michigan-Specific Manuals

Michigan-specific testing manuals are now posted on the MME web page (www.michigan.gov/mme). The implementation planning kit, scheduled to start shipping on February 15, will contain samples of printed manuals. The number in parentheses below indicates how many manuals to expect in the February shipment. More manuals will be shipped with the testing materials. See information below about an upcoming webinar on how to use the manuals and other administrative tips.

The PSAT 8/9 and PSAT 10 supervisor manuals will include information on preparing for test day, providing accommodations, testing scripts, and information about the set-up and return of materials. (10 for each assessment)

- There is a separate manual for administering the PSAT 8/9 and PSAT 10 using MP3 audio or Assistive-Technology Compatible (ATC). (1 for each assessment)

- The SAT manuals have been updated to provide specialized information to each type of test day staff.

- **Test Center Supervisor Manual** – includes information about the set-up and return of materials as well as administrative information such as preparing for test day. (2)

- **Testing Room Manual** – includes all test day scripts and information needed by associate supervisors. (10)

- **SSD Coordinator Manual** – includes expanded information on accommodations administration, test day scripts for testing students on the NAR including students testing with MP3 audio or ATC, and instructions for returning accommodated materials. (2)

Online Attendance Rosters

This year, SAT test center supervisors will have access to the supervisor's online attendance roster (SOAR). The online attendance roster is a tool that is maintained by Educational Testing Service (ETS) and lists all students who will test under the supervision of the test

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center supervisor. The online attendance roster is not available for PSAT. Similarly, the SSD coordinator will have access to the nonstandard administration report (NAR) that will list all of the students who will test under the supervision of the SSD coordinator. The NAR is available for both the SAT and PSAT-related assessments. In mid-February, the SAT test center supervisor will receive an email from ETS indicating that you are able to set up your account to access the online attendance roster. This is a separate account with ETS and is different than your College Board professional login.

PLEASE NOTE: Students will not be populated in the NAR or online attendance roster until March 24. More information about using rosters will be available in next week's Spotlight and in an upcoming webinar (see details on next page).

Updates to the Online Learning System

We have made improvements to the platform in which the online test center supervisor training is delivered. The training will no longer take 24 hours to load as it did last year, supervisors should have immediate access. Additionally, the training is modularized so that users can complete the training in small segments, and visit specific segments (such as packaging test materials to return) as needed. A single link will be used to access the PSAT and SAT training. This training is available to help you through the big steps of an administration, but the

Supervisor's manual remains your gold source for all information. If you have any questions, always refer back to your manual.

SAT Training

SAT test center supervisors are required to complete an online training one time, no later than two weeks prior to test day. If you completed the training last year, we highly encourage you to take the training again as it has been updated for this testing year. The online training modules for test center supervisors and SSD coordinators are the same; therefore if you hold both roles, you will only need to go through the course one time.

Training will be available **February 9, 2017**. SAT test center supervisors will receive an email with a link to access the training through the online learning system. The link can then be shared with other necessary test day staff.

Test center supervisors are responsible for training other test day staff. You can use the available online training that is specific for associate supervisors and provides information applicable to supervising a testing room. You can also provide training sessions at a staff meeting, for example.

You will need your 5-digit SAT test center number and 6-digit College Board assigned Attending Institution (AI) code to access the training. Please have these numbers available when logging in for the first time. If you don't know your AI code, you can **search for your high school** by name and zip code.

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PSAT Training

PSAT test center supervisors are required to read the testing manual and train test day staff. If interested, a webinar will be provided on **February 13, 2017 at 10:00 AM EST**. Go to www.tinyurl.com/MichiganPSAT to register. If you are not able to attend, you can still register and a link to the presentation will be emailed to you following the webinar. In early March, a recording of the webinar will be available to review in the same learning management system as the SAT training.

If you are a supervisor supporting multiple assessments such as SAT and PSAT, you will need to request SAT and PSAT training courses in the LMS separately. Log back into the LMS in early March to get the recorded PSAT course assigned to your account. **Please note:** Training for PSAT 10 and PSAT 8/9 has been combined into a single course, there are not separate modules for these two assessments.

Upcoming Webinars

Title/Description	Date	Time	Link to register
PSAT Test Center Supervisor Training	February 13	10:00 AM EST	www.tinyurl.com/MichiganPSAT
SAT and PSAT Administrative Testing Tips • Focused on reviewing the manuals, test day strategies such as the distribution and collection of calculators, procedures for conducting a preadministration session, etc.	February 22	3:00 P.M. EST	www.tinyurl.com/MITestingTips
Using Rosters for Administering the SAT • How to use the online attendance roster and NAR to help finalize room assignments	March 28	3:00 P.M. EST	www.tinyurl.com/MIRosters

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ACT WorkKeys

Information on ACT WorkKeys® provided by the ACT®.

Training Videos Posted

ACT recently added new test administration training videos to the MI State Testing Website.

To view videos, take the following steps:

- go to your program's web page (www.act.org/stateanddistrict/michigan)
- select the "Training" tab
- select the "Test Administration Training" link under that heading
- select your state, city, and school
- enter your first and last name and then select Next
- select the active links for the videos you wish to view

Pre-Identification Window

The window to pre-identify examinees who will participate in the ACT WorkKeys assessment is **January 9 – February 14, 2017** on the MDE Secure Site. Please review the Pre-ID communication sent by the Division of Accountability on January 5, 2017 for complete information.

Contacting ACT

If you have questions, you may:

1. contact ACT via the Contact Us web page (www.act.org/aap/state/contact.html)
2. call ACT at 800-553-6244
   - standard time: ext. 2800
   - accommodations: ext. 1788
3. email accommodations questions to ACTStateAccoms@act.org

Register for the Second ACT WorkKeys® Q&A Session

ACT will be hosting a Workkeys Question and Answer session in preparation for the April 2017 test administration. To register for the session, please use the link in the table below. Registration will need to be completed 48 hours prior to the session date. The session will be recorded and posted to the ACT hosted webpage under the Trainings heading, for those unable to attend.

Date	Time	Registration URL
March 21, 2017	3:30 PM eastern time	Session 2 (https://act.ilinc.com/register/tywwmbx)

Call Center: 877-560-8378 (select appropriate option) for assistance with assessment or accountability issues

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Important Dates

February 2017

Paper/Pencil Testing

Now – February 14, 2017:

- Initial Material Order window for **SAT**, **PSAT**, **WorkKeys**, **M-STEP**, and **MI-Access**

- Pre-ID for material order counts for **SAT**, **PSAT**, **WorkKeys**, **M-STEP**, and **MI-Access**

- Pre-ID for printed barcode labels for **SAT**, **PSAT**, **WorkKeys**, **M-STEP**, and **MI-Access**

- Accommodated material ordering for **M-STEP** and **MI-Access (FI only)**

Now – March 17, 2017:

- **WIDA** Additional Materials Order Window in WIDA AMS

February 9, 2017:

- **SAT** Online Training becomes available

- **PSAT** Test Administration information becomes available

February 14, 2017:

- Deadline to request or submit changes to accommodations for **SAT**, **PSAT 10**, and **PSAT 8/9**

Online Testing

Now – February 27, 2017:

- Online Test Session setup in Secure Site for **M-STEP**, **MI-Access**, and **Early Literacy and Mathematics Benchmark Assessments**

Now – May 26, 2017:

- Pre-ID of students for online testing for **M-STEP**, **MI-Access**, **Early Literacy and Mathematics Benchmark Assessments,** and **Michigan Science Pilot Assessment**.

Online and Paper/Pencil Testing

Now – March 24, 2017:

- **WIDA ACCESS** for ELLs 2.0 and **WIDA Alternate ACCESS** for ELLs testing window

Now – May 26, 2017:

- Off-site Test Administration request window (for individual students such as homebound or expelled with service students) for **M-STEP** and **MI-Access**. Submit request here (https://baameap.wufoo.com/forms/offsite-test-administration-request-spring-2017/)

MSTC

February 14 – 16, 2017:

- Michigan School Testing Conference (MSTC) – for information and registration, go to the MSTC online registration site (https://miemonline.gomiem.org/miem/MSTC)

March 2017

Online and Paper/Pencil Testing

Wednesday, March 8, 2017:

- **MI-Access** Spring 2017 Administration Webcast 2:30 – 4:00 PM MIStreamnet.org (Live and Archived)

Paper/Pencil Testing

March 21, 2017:

- **ACT WorkKeys** Q & A Session #2, 3:30 PM

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Recently Asked Questions . . .

Why can't I enter the number of test booklets that I need to order for MI-Access Participation (P) and MI-Access Supported Independence (SI) on the Initial Material Order screen?

Since the P and SI tests are given one-on-one, there is no need to order a set of testing materials for each student. You only need to identify the number of teachers who will be administering the test to the students and enter that count into the Administrator box. This will ensure that you get enough materials for each teacher administering the P and SI.

Where do I find out how and where to enter MI-Access Participation (P) and MI-Access Supported Independence (SI) scores?

You will be able to find the instructions at www. michigan.gov/mi-access by clicking on the "P/SI Online Answer Document Instructions for Score Entry" document under the Current Assessment Administration section. This document is being revised and will be posted by the end of February.

What tests do students who are in grade 9 and 10 take if they are cognitively impaired or would have taken an alternate assessment if there was one available?

Students in grades 9 and 10 who have, or function as if they have, a significant cognitive impairment and would otherwise take an alternate assessment are welcome to take the assessment. However, students who would otherwise take an alternate assessment are not required to take the PSAT 8/9 or PSAT 10.

I received WIDA ACCESS for ELLs 2.0 materials for a student that I don't believe is an English Learner. Is this student required to test?

Unless this student has left your district, has received an approved WIDA Test Exception, or False LEP approval this student is expected to be assessed on the WIDA ACCESS for ELLs 2.0.

Have Questions?
Email BAA@michigan.gov for assessment questions.
Email MDE-Accountability@michigan.gov for accountability questions.

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